



**MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

Wednesday, November 20, 2019

6:00 P.M.

Main Library, Community Meeting Room

Members Present: Adam Goodman, Rachel Hayman, Ruth Hays, Shawn Iles, Margaret Lurie, Vaishali Patel, Benjamin Schapiro and Terry Soto

Members Absent: Denia Hester

Staff: Mariana Bojorquez, Teri Campbell, John Devaney, Halka, Kim Hegelund, Kerry Littel, Heather Norborg, Wynn Shawver, and Jill Skwerski

Presiding Member: Shawn Iles, President

Call to order/Declaration of Quorum- President Iles called the meeting to order when a quorum of Trustees was achieved at 6:30 pm.

Citizen Comment: None

Consent Agenda:

A. Approval of the Bills and Payroll and Minutes of the October 16, 2019 Board Meeting-

Trustee Schapiro made the motion, Trustee Lurie seconded, and it was approved by voice vote.

Information/Communications: Together, We are the Library

A. Robert Crown Branch Library: The Board discussed the naming rights of the Reading Garden that will be a part of our space because the Friends of Robert Crown have identified a prospective donor. The Board approved via voice vote to support the continuing conversation between the City of Evanston and the Friends of Robert Crown who we are in negotiations with a donor for the naming rights of the Reading Garden at Robert Crown Library.

Equity, Diversity and Inclusion:

A. Joint Task Force: Assistant Director Campbell shared that the internal EDI Committee is preparing the project ready curriculum for staff. The external Racial Equity Task Force is working to target a marketing message welcoming the underserved south and west community to specific events at Robert Crown. Task Force members administered a survey with Latinx parents at ETHS regarding library knowledge and use. The draft Equity Statement produced by the EDI Committee was shared with the Racial Equity Task Force for input prior to introduction to the Board of Trustees.

B. PLA Conference: President Iles, Trustee Soto and library staff members attended the PLA Social Justice Symposium. Some takeaways from the training included ideas on evaluating position requirements with an equity lens, evaluating library policies and procedures with an equity lens, and considering the elimination of overdue fines as a powerful way to increase library use among traditionally marginalized and oppressed communities.

Library Director's Report (Distributed in Advanced): There was no discussion of the report (attached, following the minutes).

Staff Reports:

A. Administrative Services: Asst Director Campbell shared with the Board that Engagement Services leadership is managing transfer designations, application reviews and interviews for 6 new positions at Robert Crown [Supervising Librarian, Librarian I, Branch Assistant (1 FT, 1 PT), Branch Clerk (2 PT) and Branch Assistant and Branch clerk vacancies at other sites. We intend to report considerable progress next month. In Access Services, Larissa Pepke has accepted a part-time Clerk position; Nani Boyce has transferred from a branch to the Main Library; and an offer has been extended for a final Shelver vacancy. The Facilities/Maintenance lead posted a Security Monitor vacancy and interviews will soon begin. In Administration, round 2 interviews for the Development Associate position that handles grants are underway, and round 1 interviews for the Development Associate position that facilitates donor relations will soon begin. Revenue collection for the Operating budget has reached 94% of the estimation, while expenses fall within budget at 88%.

B. Community Engagement: Community Engagement Manager Jill Skwerski, Latino Engagement Librarian Mariana Bojorquez and Halka Community Engagement Library Assistant informed the Board of the many programs offered throughout 2019 and what to look forward to in 2020. Ongoing programs and services including summer in the park in the 5th, 8th and 9th Wards, Mental Health Fair, STI/HIV screening, Drag Queen Storytime, and Diwali Celebrations. Coming in 2020 you will find Engagement Service staff out in the 5th, 8th and 9th Wards, increasing the library's presence at block parties and closing the loop with Oakton Community College and offer gateway classes. Mariana and Sergio Gomez were part of the ETHS Basic Computer Classes and have expanded it to Basic I and II courses. Post-course supplements will be created in a "seminar" style like excel, word and tablet/smartphone. PLA Intern Dariana Gomez worked on creating a storyhouse experience directed at LGBTQ+ Latino youths. The Dia de Los Muertos celebration had a larger than expected turnout with over 110 people participating in face painting, conchas, free books, shoebox altars and picture frame decorations. Halka informed the board of the Language Cafe being offered at CAMS the 1st and 2nd Saturday of Every Month. The programing for mental health will also partner with Levy Center in hosting monthly presenters/events around 4 themes that will travel to locations throughout Evanston every three months.

Board Reports: None

Board Development: None

Unfinished Business:

A. FY2020 Library Revenue Budget: Trustee Schapiro moved to approve the FY2020 Library Revenue Budget \$9,6536,092 and Trustee Patel seconded. Full approval was made by roll call vote.

New Business:

A. Resolution 2019- R1 providing for the budget and setting the annual tax levy for FY 2020: Trustee Schapiro moved to approve Resolution 2019-R1 providing for the budget and setting the annual tax levy for FY2020 and Trustee Lurie seconded and passing with a roll call vote.

B. Approval of the 2020 Board Meeting Schedule: Moved by Trustee Hayman and seconded by Trustee Hays and approved via voice vote by the board.

C. Approval of the 2020 Library Closing Schedule: Moved by Trustee Schapiro and seconded by Trustee Hayman and approved via voice vote by the board.

D. Review of the 2020 Per Capita Grant Application Requirements: Assistant Director Campbell asked the Board to report on webinar completion in order to fulfill the application requirements.

Adjournment:

Motion to adjourn was made by Trustee Schapiro and seconded by Trustee Hayman.
Meeting adjourned at 7:41 pm.

Respectfully submitted by Kim Hegelund

**Library Director's Report
November 20, 2019**

Updates:

Recently Elacsha Madison, Teen Engagement Coordinator, took LOLA (the Mobile Library) to Chute Middle School. Over 100 students came out during the school day to participate. Students were able to learn about the different resources available, get a library card, participate in board games and crafts, and get a brand new book! Students were ecstatic over the wide range of books that we offered and the chance to make a button. Teachers loved LOLA and thought it was a cool new way to engage students. By the end of the day, EPL was trending on Chute's Facebook page. Later that night at the Parent Teacher Conference, several parents discussed how EPL positively impacted their child's day. One parent in particular discussed how difficult it is with her work schedule to get her kids to the downtown library. She was grateful that we were able to come out to Chute and she eagerly signed her kids up for a library card. This event was a great opportunity to talk about the new Robert Crown branch as well as continue to foster the relationship with Chute Middle School.

Elacsha also attended the second annual Trunk or Treat hosted by Girls Play Sports. Over 750 children and parents from all grade levels in District 65 attended the event at ETHS. All of the proceeds went toward giving girls of all ability, income, and interest levels access to playing 18 different sports during their elementary and middle school years. Community organizations such as Y.O.U., Northshore University Health Systems, AYSO, Orange Theory Fitness plus a dozen other organizations and businesses participated. The Library was able to speak to families about the many different resources and workshops available at the Library and how to access them. The children were able to see LOLA decorated and play spin the wheel for a chance to win candy and bookmarks, a free book, cupcakes and EPL bags.

Kingsley First Graders visited North Branch for an introduction to the branch and to check out books. Several students also obtained new library cards. One first grader gave the best explanation of fiction vs. nonfiction that we have heard: "Fiction is like a drawing and nonfiction is like a photo."

Drag Queen Storytime returned. After the success of our June program, we welcomed back Coco Sho'Nell for a family storytime. The impact of these events to families was significant in allowing them to feel recognized and welcomed by the library and to connect with other families.

Dr. Melissa Blount brought her **Black Girl Magic** art project to CAMS including an author talk and a sewing circle. Participants included familiar CAMS patrons and others who were interested in Ms. Blount's project.

The **Community Art Project** has moved to the North Branch where all are invited to contribute to this growing work. This sculpture began at Gather, a community art studio and creativity focused playspace in downtown Evanston, traveled to the Evanston Art Center as part of the Evanston Made Kids programming this summer, to the Chicago Avenue/Main Street Branch and now to the North Branch.

All three library branches celebrated **Diwali** with the story of Ramayan, crafts, and henna painting.



Assessments, Metrics

Evanston Public Library
2019 Library Statistics

Computer/Internet Use											
	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	FYTD
Main	3,841	3,957	4,355	3,814	4,059	4,415	4,654	4,673	3,859	4,388	42,015
North Branch	220	222	245	251	261	280	301	298	278	305	2,661
CAMS	359	374	441	409	409	449	437	408	470	529	4,285
Computer Lab	101	145	162	159	136	144	162	147	155	162	1,473
Overall Computer/Internet Use	4,521	4,698	5,203	4,633	4,865	5,144	5,554	5,526	4,762	5,384	50,434

Website Visits											
All Location	38,885	31,274	36,456	39,778	40,824	40,854	42,436	37,876	35,226	41,985	385,594

Wifi Users											
All Location	25,000	22,000	24,000	25,000	25,000	25,000	26,000	22,000	22,000	25,000	241,000

Library Visits											
Main	33,808	35,609	40,450	34,716	37,922	41,479	42,961	41,470	36,498	38,263	383,176
North Branch	3,360	3,016	4,109	3,779	3,588	4,279	4,616	4,151	3,301	3,707	37,906
CAMS	2,944	2,907	3,473	3,577	3,507	4,194	4,301	3,933	3,549	4,239	36,624
Overall Library Visits	40,112	41,532	48,032	42,072	45,017	49,952	51,878	49,554	43,348	46,209	457,706

and Initiative results:

Upcoming events of Note:

ACA Navigator will return to EPL each Saturday, 11am - 4pm, during open enrollment period, 11/2 - 12/14.

Community Mobile Resource Center at Family Focus runs the 3rd Tuesday of each month, 6-7:30pm. Session topics include tips for finding a lawyer when you can't afford one, family law, and a possible expungement event in December.

Haven 6th graders will be visiting North Branch in December for an introduction to the library and book talks with Elascha Madison, Teen Engagement Coordinator.

Fall 2020 MENA Lectures:

November 25 - Water, Gender & Politics in Morocco, with Jamila Bargach. (Lorena Neal)

Excerpts from Patron feedback:

Dear Louise,

Thank you for giving us the opportunity to share *Winnie the Pooh* with your families. We had a wonderful time and I do think that that was one of the largest audiences we have had.

The cast, especially Pooh, enjoyed meeting the children. The crafts were an incredible success and Sara and Jessica thoroughly enjoyed being part of all of this.

We are grateful to have this relationship with the library and Evanston. And we look forward to sharing *The Emperor's New Clothes* in the Winter.

Again, thank you for all your work in making this possible.

Best,

Lynn, Sara, and Jessica

And the cast of Winnie the Pooh

National Able Network Resource Room Monthly Tracking List - October, 2019

	October .	Previous Months Numbers	Program Year to Date Total
ORIENTATIONS			
Evanston Public Library	13	45	58
Oakton Community College	22	67	89
TABE TESTING	17	31	48
ONE-ON-ONE RESUME ASSISTANCE	9	27	36
Workshops			
JSWT (Oakton Community College)	39	118	157
JUMPSTART WORKSHOPS			
Evanston Public Library	9	12	21
Oakton Community College			0
THE PATH WORKSHOP			
Evanston Public Library	7	32	39
Oakton Community College	26	45	71
RESOURCE ROOM (NEW CUSTOMERS)	25	64	89
RESOURCE ROOM (REPEAT CUSTOMERS)	132	400	532
RESOURCE ROOM TOTAL	157	464	621
	October total :	Previous Months:	YTD Total :
	299	841	1140